

# YOUR ONE-STOP DESIGN SHOP

Whether you need concept, design and project management for a multi-media public education campaign or a new website, the Office of Graphic Communications (OGC) is an effective, efficient and economical choice.

OGC is pre-qualified to provide high-quality creative services for a wide variety of projects; and, when purchasing OGC services agencies avoid the costs associated with conducting a competitive procurement process. Agencies can also reduce costs because OGC's service fees are lower than those charged by private sector providers with similar experience.

OGC also provides graphic design and communication expert consultations and project management for government representatives who have limited or no knowledge of the processes and procurement of design services. This ensures quality services are provided and budgets and resources are well managed.





- State agencies
- · Local governments
- Non-profit organizations

# Services

- · Research and concept development
- Budget projections
- · Copywriting and editing
- Graphic design and art direction
- Illustration and photography
- Web graphics and development
- Print management and production

# **Projects**

- · Informational and educational campaigns
- Logos and identity systems
- · Internet sites
- Annual reports and strategic plans
- · Economic development publications
- Magazines and newsletters
- Training and conference materials
- PowerPoint presentations
- Calendars and posters
- · Books and brochures
- epubs and interactive pdfs



## Satisfaction

The best indication of customer satisfaction is a customer referral. Many of OGC customers consistently work with and refer their colleagues to The Office of Graphic Communications.

# Savings

- Labor rate below commercial sources. OGC bills at a flat fee of \$75 per hour.
- Because OGC handles all phases of the project, an agency will not need to spend time on internal administrative management.
- Project recommendations save time and money. OGC provides consultation and documentation for procuring outside services such as website development or printing so that all details in the scope of work are defined for bidding purposes.
- Preliminary estimates for grant proposals are provided free of charge.
- Extensive file archives sometimes on projects up to ten years old – eliminate the need and cost to recreate documents.
- A royalty-free digital photo library saves costs from buying stock photos (which can cost up to \$600 each).





# **Expertise**

As a graphic design and communications expert, the OGC director has worked with the Governor's office, state agency representatives, and private partners as the creative lead for numerous projects and statewide initiatives including the creation of the Office of the Attorney General, Virginia Rules Instructor's Kit and website, the Governor's Office New Parent Kit, and the Shenandoah Valley Energy Partnership marketing materials and website. The OGC director also served on the Executive Committee for the Civil Rights Memorial Symposium and Dedication providing consultation on communication strategy, event planning and fundraising as well as created the design of the informational and promotional materials.

For a presentation of OGC's portfolio or to discuss a new project contact Creative Director, Paris Ashton at paris.ashton@dgs.virginia.gov or 804/371-8359.

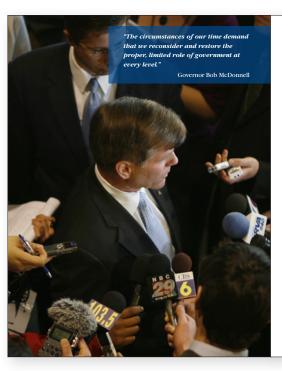
Richard F. Sliwoski, P.E. DGS Director

Joe F. Damico DGS Deputy Director Governor Bob McDonnell A COMMONWEALTH OF OPPORTUNITY

Customer: Office of the Governor

**Project:** Press Book

Purpose: To provide Governor McDonnell's bio, news media quotes, key accomplishments and the inaugural address.



'His record, from cutting spending to stabilizing higher-education funding, is about balance more than partisanship — and it's worked.'

National Review, October 17, 2011

Though a solid conservative, he
(McDonnell) works well with Democrats,
who control the state Senate. His last budget
passed unanimously, as did his education
reform bill. Since he took office, his state went
from a \$4 billion deficit to a surplus of \$545
million."

"McDonnell recently got a higher education reform bill through the legislature (again, unanimously) and even got substantial Democratic support for the passage of a \$4 billion highway bill."

The Weekly Standard, September 26, 2011

"....the poster child for fiscal conservatism since balancing Virginia's \$4.2B budget deficit." The Holline on Call October 8, 2010

"...the conservative governor worked with Virginia's Democratic Senate and Republican House to roll back the clock four years, returning state spending levels to those of 2006."

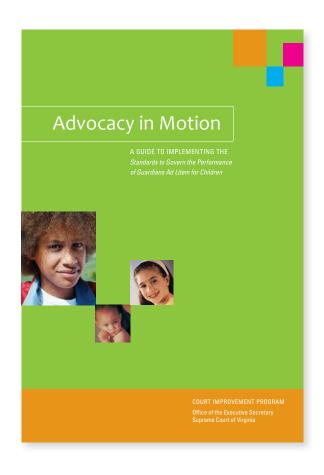
\*Using pragmatic compromises to defuse partisan squabbles, pushing forward economic development initiatives and delivering what is perhaps the toughest

Most of the country's states confront budget crunches...Virginia has acted more responsibly than many other states, as the governor's remarks above recount, and he deserves the major share of the credit for that.

Richmond Times-Dispatch, editorial, October 14, 2010

The Virgina General Assembly adjourned is annual legislative session Sunday evening after adopting a two-year, SE billion budget that cuts millions from education, health care and public selfey—curtailing state spending more aggressively than any in generations while fulfilling the new Republican governor's promise mot to raise taxes.

"Virginia is the unquestionable brightest star on the American flag when it comes to pro-business. ... Virginia is truly in a class by itself."



**Customer:** Court Improvement Program Office of the Executive Secretary Supreme Court of Virginia

Project: A Guide to Implementing the Standards to Govern the Performance of Guardians Ad Litem for Children

**Purpose**: The purpose of this guide is to provide attorneys serving as a GAL with a comprehensive approach for child representation and practice tips.





# A NATURAL PARTNERSHIP

THE VIRGINIA HORSE INDUSTRY BOARD.. HELPING VIRGINIA'S HORSE INDUSTRY THRIVE.



Customer: Virginia Department of Agriculture and Consumer Services

Project: Virginia Horse Industry Board

Purpose: To promote the Virginia horse industry and report statistics from an economic impact study that describes the importance of the industry to the Virginia economy.



THE PARTY OF THE P

# SUMMARY

is equine industry is a dynamic \$1.2 billion industry with 215,000 ho re than 40,000 horse operations. While continuing to grow and exp ustry reflects diverse breeds, disciplines, and geographic areas of the conwealth. The industry creates more than 16,000 jobs and represent

The Virginia Horse Industry Board is responsible for the promotion and economic development of Virginia's horse industry.

r more information on the Virginia Horse Industry.

r more information on the Virginia Horse Industry Board, visit
website at www.vhib.org or contact the Virginia Horse Industry
ard Office at the Virginia Department of Agriculture
I Consumer Services

102 Governor Street, #318, Richmond, VA 23219 Phone: 804/786-5842 Fax: 804/371-7786 E-mail: andrea.heid@vdacs.virginia.gov









# Welcome to the Civil Rights Memorial

It could be said that Barbara Rose Johns is Virginia's Rosa Parks. Unfortunately, few people have ever heard the story of how this brave 16-year-old caused a quiet revolution in the small town of Farmville, Virginia, creating ripples which would be felt throughout the nation for years to come.

The Virginia Givil Rights Memorial recognizes Barbara Johns, her fellow students from Robert Russa Moton High School, their parents, and community leaders and civil rights attorneys.

Installed on the grounds of Virginia's historic state capitol in Richmond, Virginia, the memorial celebrates these heroes and also serves to remind us of the debt we all owe to the sacrifice of a few courageous Virginia.

owe to the sacrifice of a few courageous Virginians.





Customer: Virginia Civil Rights Memorial Foundation

Products: Logo, invitations, conference and dedication ceremony agendas, banner stands, signage and directional maps, commemorative coin and visitor brochure

Purpose: To encourage participation in the education symposium and memorial unveiling ceremony as well as provide historical information for visitors.



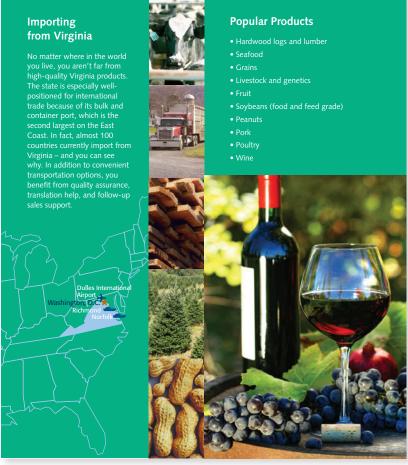


**Customer:** Virginia Department of Agriculture and Consumer Services

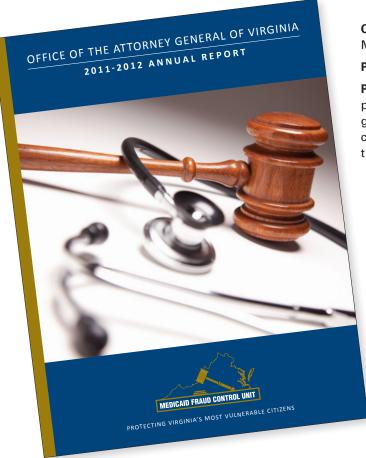
**Project:** International Marketing pocket brochure with inserts.

**Purpose:** To provide general information about the program and direct people to the website for detailed information. Pocket holds inserts that include information about specific Virginia products available for export. Copy is translated to different languages.









**Customer:** Office of the Attorney General

Medicaid Fraud Control Unit

**Project:** Annual Report

**Purpose:** Financial report to stakeholders, partners, state legislators and Federal government about the MFCU significant cases, unit projections and personnel training.



Customer: Shenandoah Valley Energy Partnership

**Project:** New Program Brand Identity

**Products:** Logo and tagline, letterhead, brochure, presentation pocket folder, PowerPoint, banner stand, tabletop display and website

**Purpose:** To inform area workers about green energy training options and encourage enrollment in to programs.







# VISIT THE WEBSITE. VISIT THE COMMONWEALTH.

The best way to see Virginia is with the help of a Virginia Birding and Wildlife Trail Guide. Visit the website (www.dqif.virqinia.gov/vbwt) to print off any or all of the 65 scenic loops meandering through every corner of the Commonwealth. Or call 1-866-721-6911, to purchase the comprehensive guidebook featuring all of the sites statewide.

Both the website and the guidebook provide a detailed description of the trail loops and sites, maps, driving directions and information about the wildlife you'll see. Each site description includes history, special features and possible side trips. Virginia covers 43,000 square miles, so no matter which trail you take, you're sure to encounter a wide variety of birds and butterflies, wildflowers and wildlife. Along the way you will also experience the long history and diverse cultures that have made Virginia what it is today!

The Virginia Birding and Wildlife Trail is possible only

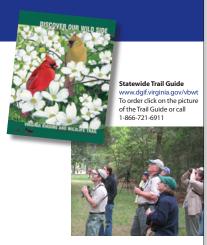
- because of great partners like:

  Virginia Tourism Corporation

  Virginia Department of Transportation

  Virginia Department of Environmental
- Quality's Coastal Zone Management Program

  Hundreds of local communities and tourism
- offices across Virginia



"I know my home plot, but I don't know the out-of-the-way places for the rest of the state. If we're going somewhere, we adjust our route to encompass more of the trail – and we know other people who do the same thing."

-Thelma Dalmas Lynchburg Bird Club Member

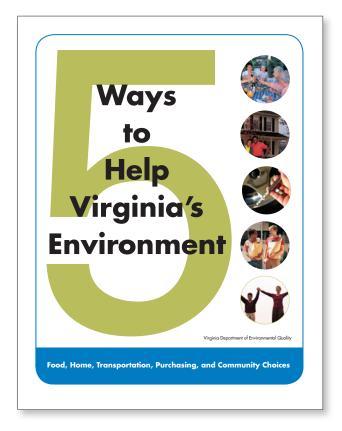


**Customer:** Department of Game and Inland Fisheries

Project: Virginia Birding and Wildlife Trail Tourism Brochure

Purpose: To encourage visitors to go to the DGIF website to print off a detailed map of any of the Virginia Birding and Wildlife Trail Loops from the Statewide Trail Guide where they will find descriptions of each site, links to associated tourism resources, and the ability to map their own trip.



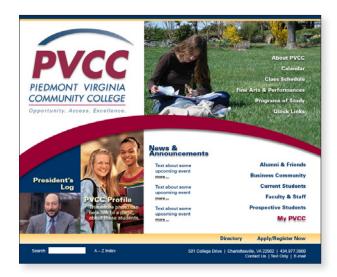


**Customer:** Department of Environmental Quality **Project:** 5 Ways to Help Virginia's Environment

Products: Fact sheet and banner stand

**Purpose:** To educate and encourage daily living choices that directly affect the air you breathe, the water you drink and the natural areas you enjoy.











Customer: Piedmont Virginia Community College

**Project:** Comprehensive Brand Identity

**Products**: Logo and tagline, website, letterhead, calendar, press release and PowerPoint templates

**Purpose:** To create greater awareness and recognition of PVCC's educational opportunities through a comprehensive marketing initiative that includes a consistent visual identity and message.



### ntinuing Education and Workforce Services

premium quality programs

customized training to fit your specific needs suppress on thir credit course. Sometimes your empress only need a small part of a specific class.

customized training to fit your specific needs even amony of our engineering technology related urses are built around Learning Activity Packets

the latest technologies

the latest technologies

the latest technologies

the latest technologies

a groven track record of sucress.



- efficient and affordable training
- premium quality programs

DSLCC is committed to providing the workforce training you need to meet your company's goals. Your success is how we measure our success.

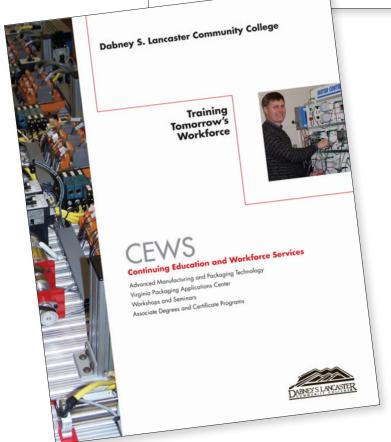
## Traditional Credit Programs

# Associate Degree: Technical Studies in Industrial Operations









Customer: Dabney S. Lancaster Community College

**Project:** Continuing Education and Workforce Services brochure

Purpose: To promote training programs to local businesses and employees by encouraging enrollment into programs that help strengthen the skills of the local workforce.





# Integrity • Accountability • Customer Focus • Teamwork



iACT... because I care about my work, my co-workers, my customers and my community.

# **RRHA CORE VALUES**

### ntegrity

- Do what is right legally and ethically
- Act with honesty and trustworthiness
- · Honor commitments

# Accountability

- Take ownership for actions
- Make on-time/deadlines a priority
- Embrace quality/continuous improvement

## **Customer Focus**

- Provide accurate, timely information to meet customer needs
- Treat internal/external customers and partners with professionalism and respect
- · Work collaboratively with customers

### Teamwork

- Build strategic partnerships and relationships
- Take initiative to prevent problems and seek creative solutions
- Share information and resources
- Foster an atmosphere of cooperation





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**Customer:** Richmond Redevelopment and Housing Authority

Project: iACT Core Values Identity

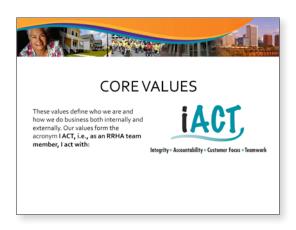
Products: Logo, poster, pocket card, button, t-shirt, stickers,

framed foyer art and PowerPoint template

Purpose: To promote the core values through a consistent

message and visual identity







**Customer**: Department of General Services **Project**: Division of Purchases and Supply

**Procurement Forum** 

Products: logo, announcement poster, agenda

cover and PowerPoint template

**Purpose:** To promote attendance and registration as well as provide a thematic visual identity for the

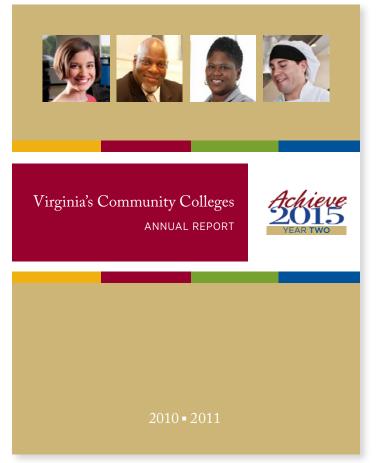
annual conference.



# **Welcome and Keynote**

Presented by
Virginia Department
of General Services





**Customer:** Virginia Community College

System

**Project:** Annual Report

**Purpose:** To summarize the Achieve 2015 goals and document results as well as highlight VCCS students success.

**Award:** Public Relations Society of America (PRSA) Capital Award of Merit in the Annual Report category.







- Repair reason, frequency reporting
- Work order details

- Summarized vehicle data for your planning and budgeting
   Available quarterly, annually and upon request reporting



- Drivers are responsible for vehicle drop off and pick up only.
- Drivers do not authorize repairs or pay invoices.
- Drivers receive emails to schedule oil changes and state inspections

# VMCC coordinates general repairs, accident repairs and preventive maintenance

- Reviews vehicle repair history and advises to repair or remarket
- Monitors repair progress to reduce vehicle downtime
- Utilizes fleet discounts, negotiates costs and performs quality control on invoices
- · Drivers speak with a VMCC rep until help
- Towing provided both in and out of state

### Accident reporting

- Administrative duties related to accident reporting provided at no extra cost
- Ensure driver safety and reduce administrative hours



Office of Fleet Management www.dgs.virginia.gov/fleet (804) 367-4962

**Customer:** Department of General Services Office of Fleet Management Services

Products: Vehicle Management Control Center (VMCC) and Motor Fuel Program Brochures

Purpose: To encourage managers of government fleet operations to partner with DGS to save time and money by streamlining services.



# **Achieving Group Buying Power**

Bulk fuel is gasoline or diesel that is delivered to above ground or underground storage tanks by transport or tank wagon trucks.

Ease of Ordering - Call a toll-free number to

Streamlined Procurement - You work with one company for ordering, delivery and Invoicing

Accountability - All product pricing is OPIS-based, audited and posted daily to the DGS/ OFMS website; www.dgs.virginia.gov/fleet.

Office of Fleet Management www.dgs.virginia.gov/fleet 804-367-6962



# **Providing Flexibility and Savings**

The Voyager Fuel Card can be used at over 90% of retail fueling locations statewide and out of state. You pay the state-contracted, regional price for fuel (not retail) on the day it is pumped.

Eliminate Tax Rebate Reports - Federal excise and Virginia state taxes are taken off at the transaction level.

Convenient Fill Ups - Save time and money by fueling at the most convenient location for you.

Manage your Account Online – Easily add and delete cards and drivers. Use online tools to control excess spending and eliminate theft and fraud.

**Driver Accountability** – Transaction monitoring in real time. Authorization controls and purchase alerts provide account oversight.

Online Reports – Customize by site, vehicle, card, driver name and date.

# Stretching the Bulk Fuel Budget

With this option, the vendor pays the up front cost of a bulk fuel delivery to a consigned storage tank. The government entity pays for the fuel, on a transaction basis, as it is pumped from the consigned tank into the vehicle.

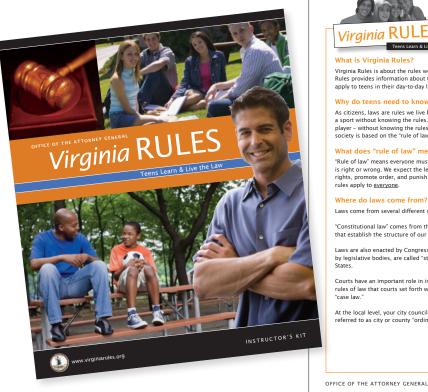
Increase Budget Flexibility – Pay for fuel as you use it, so money is not left in the ground.

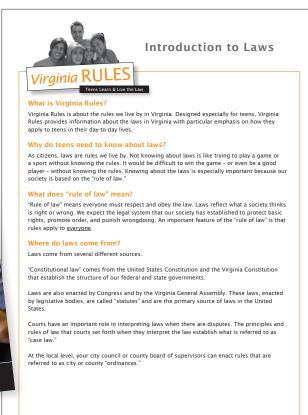
Reduce Accounting Tasks – Save administra-tive hours because the vendor provides all accounting services, including billing other agencies and/or localities that fuel from the same consigned tank.

Leverage the State's Buying Power – All product pricing is OPIS-based, audited by DGS/OFMS and posted daily to the website; www.dgs.virginia.gov/fleet

..., on vendor Support – Supply, equipme and accounting expertise from a dedicated staff. Rely on Vendor Support - Supply, equipment







**Customer:** Office of the Attorney General **Project:** Virginia Rules Program Branding

**Products:** Visual identity, instructors kit, student handouts and website development

**Purpose**: The purpose of Virginia Rules is to educate young Virginians about Virginia laws and help them develop skills needed to make sound decisions, to avoid breaking laws, and to become active citizens of their schools and communities.







**Customer**: Virginia Department of Game and Inland Fisheries

**Project**: A Guide to Frogs and Toads of Virginia

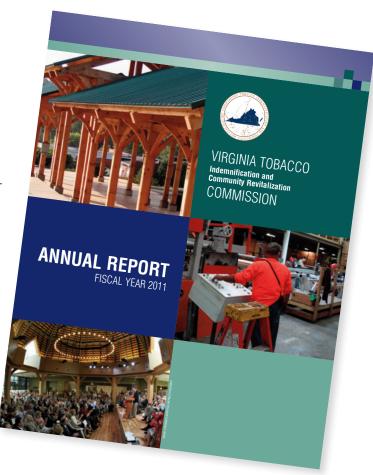
**Purpose:** A comprehensive guide about the wide variety of species including close-up photography, discription, habitat, breeding and call.



**Customer:** Virginia Tobacco Indemnification and Community Revitalization Commission

Project: Annual Report

**Purpose:** Financial report to stakeholders, partners and legislators about the commission's grant awards that promote economic revitalization in the Commonwealth's tobacco region.







**Customer:** Virginia Board for People with

Disabilities

Project: Benchmark brochure

**Purpose**: To serve as a tool for policy makers as they consider the impact upon Virginians with disabilities when developing, writing, and implementing state policies, regulations, laws, and funding priorities.

The Virginia Board for People with Disabilities hopes this information will serve as a tool for the Governor, legislators, and other elected officials and policymakers. The Board asks policymakers to adopt these benchmarks and consider the impact upon Virginians with disabilities when developing, writing, and implementing all state policies, regulations, laws, and funding priorities.

Over the past 30 years, state leaders have recognized that full inclusion in community life by Virginians with disabilities is a leaal, moral, and ethical right.

These benchmarks are intended to inform future policy and strategic investments in community supports and infrastructure that will enable Virginia's citizens with disabilities to return the Commonwealth's investment through increased independence, educational achievement, economic self-sufficiency, and community or civic engagement.

Photos from top to bottom represent legislation, transportatio technology, education, housing, and health care. Most of us will experience some type of disability, either permanent or temporary, in our lifetimes.

# **Guiding Principles**

- All individuals are entitled to "Life, Liberty and the pursuit of Happiness."
- "Disability is a natural part of the human experience that does not diminish the rights of individuals... to fully participate in and contribute to their communities..." (U.S. DD Act).
- Like everyone else, Virginians with disabilities aspire to "give back" and contribute to society as a whole. Investment in individuals with disabilities benefits all citizens.
- The merit of any public policy, regulation, program, or service should be measured by whether it achieves these benchmarks.

REFERENCES: U.S. Congress. (2000). Developmental Disabilities Assistance and Bill of Rights Act (PL 106.402). Retrieved from:

## **BENCHMARKS**

Publicly funded supports to children and adults with disabilities and their families are "front-loaded" (provided as soon as indicated) at levels designed to reduce services needed over the individual's lifespan and to maximize opportunities to give back

Individuals with disabilities receive services and supports appropriate to their needs in inclusive community settings. They are not segregated from their fellow citizens.

Individuals with disabilities have access to and receive flexible, person-centered services and supports that:

- Provide a single point-of-entry that is not disability specific;
- Offer choice and maximize personal decisionmaking;
- Are available no matter where the individual lives and are effective, timely, and reliable;
- Promote high expectations and individual potential and strengthen families;
- ✓ Continue as needed across the lifespan; and
- ✓ Have sufficient oversight to ensure health, safety, and welfare and to prevent exploitation, fraud, and waste.

# OGC



### Possibilities

The Assistive Technology Loan Fund Authority is not an ordinary loan program. The interest rate is well below a typical market rate. Loans are available with no down payment and longer terms which reduces the monthly payment. This makes adaptive equipment a real, affordable possibility.

Telework loans are also available for Virginians with disabilities that have or want to start a home based business, and need funding for equipment, supplies, or inventory.



Call toll-free: 1-866-835-5976 www.atlfa.org

### Freedom

Assistive technology is often specialized and customized to the needs of the individual. The Assistive Technology Loan Fund Authority can assist in directing consumers to skilled adviscors and providers to help determine the right device. Examples of the broad range of adaptive equipment and services that can be considered include:

- Modified Vehicles and Vehicle Modifications
- Wheelchairs/motorized scooters
- Hearing and Vision Aids
- Augmentative Communication Devices
   Home Modifications and Ramps
- Recreational Equipment (must be directly related to the disability)
- Prosthetics and Orthotics

"Without having the van and being able to take her power chair with her, Ava was a passive observer in her own life. She is no longer confined to the street that she lives on. Instead, she can go everywhere, is very independent and is a lot happier."

— Ava's father



### Benefits

The Assistive Technology Loan Fund Authority, established by the Virginia General Assembly in 1995, provides a unique funding alternative for many people who have no other options. Since the program began, more than \$16 million has been loaned to individuals across Virginia. The real life benefits of this affordable financing alternative include greater independence, productivity, and community participation.



Customer: Assistive Technology Loan Fund Authority

**Project:** Marketing materials

Products: New brand: logo, tagline, brochure, tabletop

display

**Purpose**: To inform people with disabilities and their family or care providers about the low interest loans

available for assistive technology.



If you are a resident of Virginia with a disability or a caregiver of a person of any age with a disability and are creditworthy, you can apply for a low interest loan to purchase assistive technology.

# Providing Help for A Better Tomorrow



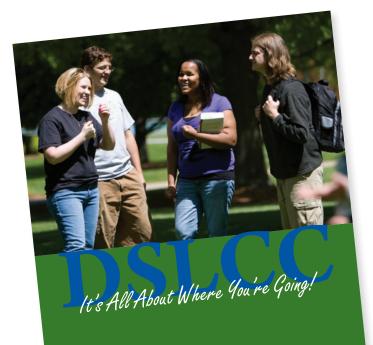
To find out if you qualify and to obtain an application, call toll free at 1-866-835-5976 or visit our website at www.atlfa.org





Our affordable loans for people with disabilities offer real life benefits for greater independence, productivity, and community participation.

www.atlfa.org



Customer: Dabney S. Lancaster Community College

**Project:** Viewbook

Purpose: To showcase the benefits of attending DSLCC as the areas most affordable option for a wide variety of educational opportunities.

Dabney S. Lancaster Community College

Whether you have a single, clearly-defined goal or simply want to explore your options, Dabney S. Lancaster is committed to your success. We are the area's most accessible, affordable community college. Start here, and you can go anywhere,

On to a four-year college
You can complete the first two years of a bachelor's
degree at DSLCC, and then transfer to earn your degree
from a four-year college or university. Over 35 public
and private schools guarantee admission to qualified
DSLCC graduates.

## Into the workforce

You can prepare for full-time employment after com-pleting one of DSLCC's many occupational and techni-cal programs. Over 45 programs at the career studies, certificate and associate degree level pave the way for a

To a higher level job
You can gain or develop specific career skills through
DSLCC Continuing Education and Workforce Services
Division classes. This customized training is designed to
the specifications of local employers, organizations and
government. Classes are offered on the main campus,
at the Rockbridge Regional Center, and at other sites
requested by local businesses.

Towards a well-rounded education
You can meet specific learning needs, gain new skills or pursue a special interest. The DSLCC Continuing Education and Workforce Services Division offers a wide range of non-credit seminars and activities for your personal enrichment.



# College Life

Housing
Students are responsible for finding their own accommodations, although the College helps by posting information about nearby rental properties. Some rooms and apartments are available at reduced student rates for short-term stays or semester rentals.

Activities

Student clubs and organizations provide opportunities
for service and leadership, while an active Student
Senate promotes communication with the administration and faculty. DSLCC offers numerous multicultural
and social events, sports tournaments, picnics and talent shows every year.

Support
Students can take advantage of learning strategy assistance, as well as tutoring, advising, mentoring and career services offered in The Achievement Center.

Technology
DSLCC uses technology to enhance instruction and facilitate learning. Recent infrastructure upgrades also expand access to educational opportunities through distance learning.

Community Involvement
DSLCC encourages students to become contributing
members of the community and to develop skills that
support civic and social responsibility. Numerous community projects and initiatives have achieved success
with assistance from student, faculty and staff volunteers



# Admission to DSLCC

Process
To become a student at DSLCC, complete an Application for Admission and request transcripts from high
schools or other colleges you have attended. Then call
to schedule a placement test, or send your scores to
DSLCC from other testing services.

Financial Aid and Scholarships Students are encouraged to apply for financial assis-tance. Programs are funded by the College and also by the federal government, Commonwealth of Virginia, and various organizations, clubs, businesses and even private citizens.

Campus Tours
Dabney S. Lancaster welcomes visitors who want to tour the main campus and the Rockbridge Regional Center.
Appointments are recommended.

# Resources for High School Students

Dual Enrollment
DSLCC allows high school students to experience
college-level courses before they graduate. Students
can earn dual credit, explore possible majors, and
save tuition when they later attend college.

# Tech Prep/Career Coach Program

DSLCC helps students select college programs focused on high-wage, high-demand fields. This career guidance provides a seamless transition fron high school to college, and it also links students to promising employment opportunities with local businesses.

Educational Talent Search
DSLCC assists students from disadvantaged
backgrounds who have the potential to succeed
in college. We guide them through admission and
financial aid applications and help them choose an

Jackson River Governor's School
DSLCC hosts a special school where high-achieving
students can enroll in challenging, college-level
math, science and technology courses. At JRGS,
students can experience learning opportunities not
generally available in high school.













Virginia State Anatomical Program





